

**MUSCOGEE COUNTY SHERIFF'S OFFICE DEPUTY SHERIFF  
JOB DESCRIPTION**

**MAJOR DUTIES:**

Maintains jail security; performs inmate head counts; monitors inmate activities; performs booking and prisoner intake activities; transports inmates to and from appointments and to and from other facilities; administers alcohol tests to inmates; testifies in court in regards to alcohol tests; serves meals and distributes clothing and linens; confiscates contraband from inmates; provides security for medical clinic personnel; writes and maintains receipts for bond payments; signs visitors in and out during visitation hours.

Obtains warrants, locates subjects, and executes warrants by making arrests.

Transports prisoners to and from court; types and prepares extradition papers.

Patrols the county to deter and detect criminal activities; writes traffic tickets; directs traffic; assists at accident scenes; assists stranded motorists; escorts funeral processions.

Delivers subpoenas, eviction notices, child support papers, and other civil papers to defendants.

Attends required training classes.

Appears in court to testify on behalf of the state.

Performs the duties of K-9 Officer as assigned; trains and exercises dog.

Performs the duties of Bomb Technician as assigned; renders safe or removes suspected improvised explosive incendiary devices, explosives, explosive chemicals, pyrotechnics, and ammunitions; conducts blast scene investigations; develops bomb threat awareness and safety programs; develops agency emergency response plans.

Performs the work of Training Officer as assigned; determines training requirements, prepares instructional objectives, determines instructional methods and strategies, develops instructional aids and learning materials, and monitors the quality of programs and products.

Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

Knowledge of federal, state, and local criminal laws.

Knowledge of federal, state and local laws governing arrests, search and seizure, affidavits and warrants, and all aspects of law enforcement.

Knowledge of court procedures and civil processes.

Knowledge of criminal arrest warrant procedures.

Knowledge of GCIC and NCIC rules and regulations.

Skill in interviewing witnesses and interrogating suspects.

Skill in establishing and maintaining effective working relationships with others.

Skill in planning, organizing, problem solving, and decision making.

Skill in the use of firearms and other assigned equipment.

Skill in the use of office equipment.

Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Lieutenant or Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include departmental operating procedures, court processes and procedures, GCIC and NCIC rules and regulations, and federal, state, and local laws. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related law enforcement duties. The potential to be involved in life threatening situations contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of the position is to perform law enforcement duties and provide security and inmate transfer to and from the jail. Successful performance results in the deterrence of crimes, the arrest of suspects, the successful prosecution of crimes and the safety of inmates, officers, and the general public.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, victims, suspects, business owners, emergency medical personnel, and the general public.

**PURPOSE OF CONTACT:** Contacts are typically to exchange information, provide services, and resolve problems.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, bending, crouching, kneeling, running or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in an office, the jail, a courtroom, the community and at crime scenes. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. The work may be performed outdoors, occasionally in cold or inclement weather. Work requires the use of protective devices.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

No experience requirements.

Ability to meet current requirements set forth in the Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.

Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operating.